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**AVIATION ASSISTANT GENERAL MANAGER  
SALARY NEGOTIABLE UP TO \$153,991 - SALARY GRADE 50  
AND  
AVIATION ASSISTANT GENERAL MANAGER, DEPUTY  
SALARY NEGOTIABLE UP TO 107,536 Salary Grade 43  
(Operations, Maintenance and Security)**

Resumes will be accepted beginning May 1, 2006, until May 12, 2006. Our office hours are from 8:30 a.m. - 4:30 p.m., Monday through Friday.

The Aviation Assistant General Manager and the Aviation Assistant General Manager Deputy, manage, oversee, and direct, the functions of operations, security, and maintenance services; manage staff through departmental managers; assist in the preparation of the operating and capital improvement budgets; review departmental budget requests for accuracy and justification of resource allocation and expenditures; work with Aviation General Manager in directing the formulation of operational policies and in methods for implementation of such policies; prepare deputy level goals and objectives; work with departmental managers establishing long and short-range goals; develop, communicate and implement FAA rules and regulations required in the assigned operation functions; interfacing routinely with officials of the FAA, TSA, Dept. of Homeland Security, Joint Terrorism Task Force, INS, Customs as well as state and local Authorities; spearhead the development, communication and implementation of effective growth strategies and processes; review and analyze the divisions activities, cost and operations and make forecasts to determine the attainment of goals and objectives.

#### **MINIMUM JOB REQUIREMENTS**

The candidate must possess a Bachelor's degree in Business/Public Administration, Aviation Administration, Construction Management, or related field; Master's degree preferred; and seven to ten (7-10) years of experience for the Aviation Assistant General Manager and five (5) years for the Aviation Assistant General Manager, Deputy of airport management experience in Operations, Security, or Maintenance field. Candidate must have extensive knowledge of all applicable laws, ordinances, policies, standards and regulations governing airport operations to include airfield certification, security, maintenance and emergency planning. Must also possess strong analytical, and presentation skills and a strong understanding of airport industry, commercial and financial policies. AAE Certification and supervisory experience are required.

For consideration, please submit resume and cover letter explaining (1) why you are interested in this position, detailing the core competencies a person in this position should possess and (2) why you believe you possess those qualities, outlining your most significant accomplishments in your current positions (as related to the position), along with (3) three business references and salary requirements to:

**E-Mail**  
[smerritt@atlantaga.gov](mailto:smerritt@atlantaga.gov)  
**Mail Resume and Cover Letter**  
City of Atlanta  
Department of Human Resources  
68 Mitchell Street, S.W., Suite 2120  
Atlanta, Georgia 30335-0306  
(404) 330-6369  
**Fax (404) 658-6892 – Stanley Merritt**  
**Equal Employment Opportunity Employer**